

CLIENT ENGAGEMENT FORM AND INFORMATION



MINORITY BUSINESS DEVELOPMENT AGENCY
BUSINESSCENTER
U.S. DEPARTMENT OF COMMERCE

LOS ANGELES

We are one center with two locations

MBDA Business Center – Los Angeles

www.mbda.gov/businesscenter/losangeles

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Eligibility and Client Services

The MBDA Business Center –Los Angeles (MBDA BC –LA) will assist eligible MBEs in successfully growing their businesses and competing in domestic and global markets through business consulting, Business-to-Business (B2B) Linkage Forums, relationship brokering, strategic referrals and deal-making. In order to qualify for services, business concerns must meet the following criteria:

- 1) Business concerns must be owned or controlled by the following persons or groups of persons: African Americans, Hispanic Americans, Asian and Pacific Islander Americans, Native Americans (including Alaska Natives, Alaska Native Corporation and Tribal entities), Asian Indian Americans and Hasidic Jewish American. See 15 CFR § 1400.1
- 2) Business concerns must have a gross annual revenue of **\$1 million** and above or be in at least one of the following high growth industries: green technology, clean energy, health care, infrastructure, or broadband technology.
- 3) Business concerns must complete and return a signed Client Engagement Form and pay required membership fee. All services are fee-based as outlined in the Fee Schedule.

Pre-Assessment Document Checklist

Please submit the following documents with completed Client Engagement Package with payment of the annual membership fee(s); our office will begin to conduct an assessment of your business. In order for our office to conduct this assessment you need to provide us with an electronic copy (PDF).

- Last three years of your business' federal tax returns
- Last three years of your business' financial statements
- An organizational chart of your business
- Resumes of your business' key leaders
- Your business plan

Client services include, but are not limited to the following types of assistance:

- **Access to Capital**
- **Access to Markets**
- **Consultant Services**
- **Business Training**
- **Business Planning**
- **Export & Import Assistance**
- **Strategic Business Growth Planning**

Client Assessment and Engagement

This is a fundamental MBDA BC-LA business practice. A client assessment requires an interview to be completed between the MBE client and an MBDA BC – LA employee or representative. MBDA BC – LA will ensure that a written agreement is executed with each client that specifies services to be provided. This engagement will be individually tailored to the specific needs of each client and include a course of action for assisting the client in reaching its strategic growth goals. In the case of group events, a summary engagement can be provided to the prospective MBE client. Client assessment and engagement services are designed to provide:

- Background and contact information on the client;
- Business analysis, including core competency organizational structure, market and industry placement, production of the products/delivery of services, marketing plan, resources and financial viability;
- Analysis and benchmarking of the client capability;
- Development of a tailored service plan; and,
- Identification of resources and referrals, used in conjunction with MBC direct assistance.

MBEs receiving referral services only, do not require written client assessments or work agreements.

Access to Markets

These activities, aimed at increasing MBE revenue growth, include, but are not limited to:

- Identifying procurement opportunities based on client needs, and sourcing deals;
- Developing and maintaining strategic alliances with purchasing executives and government procurement officials;
- Engaging in deal-making between purchasing organizations and minority firms, and assisting in bringing transactions to closure;
- Conducting B2B forums, procurement/contract matchmaking events, opportunity fairs and networking events between MBEs and potential contact sources;
- Educating and assisting in the development of joint ventures, teaming arrangements, strategic alliances, and mergers and acquisitions;
- Solicitation analysis and bid/proposal preparation assistance;
- Identifying potential export markets, facilitating global transactions and providing referrals to international trade programs and services; and,
- Conducting market analysis and market promotion assistance.

Access to Capital

The goal of the access to capital activities is to help entrepreneurs obtain appropriate financing for business growth. Activities in this area include, but are not limited to:

- Identifying financing opportunities based on client needs, and sourcing deals;
- Developing and maintaining strategic alliances with banking officials and other financial resources;
- Brokering of financial transactions by establishing relationships between prequalified clients and sources of financing;
- Financial Assistance, e.g., identification, preparation and packaging of standard commercial and alternative debt, bonding, leases (property and equipment), equity, mezzanine financing, factoring and trade credits;
- Identification and closure of opportunities for mergers and acquisitions; and,
- Conducting financing forums and networking events between MBEs and potential financing sources; and, cost analysis.

Strategic Business Consulting

This activity involves providing tailored business consulting services directed towards assisting MBDA BC – LA clients achieve higher levels of growth and competitiveness. Strategic business consulting services included, but are not limited to the following:

- Marketing, e.g., market research, promotion, advertising and sales, sales forecasting, market feasibility studies, pricing, product and customer service, brochure design;
- Financial Management, e.g., capital budgeting, general accounting, break-even analysis, cost accounting financial planning and analysis budgeting, tax planning, business consulting (excluding bookkeeping, tax preparation, and audits);
- Operations & Quality Management, e.g.:
 - Manufacturing – facility lease;
 - Construction – estimating, bid preparation, and bonding;
 - International Trade Assistance – exporting, importing, letters of credit, bank draft, distributorship. Exporting trading companies, and joint ventures;
- General Management, e.g., organization and structure, formulating corporate policy, feasibility studies, legal services (excluding litigation), business planning, and organizational development.

COMPANY PROFILE

Company Name: _____
Contact Name, Title: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email: _____
Website: _____
Ethnicity: _____

Are you a Service-Disabled Veteran? [] Yes [] No

Business Start Date: ____/____/____

Business Type: [] Corporation [] Partnership [] Limited Liability Partnership
[] S Corporation [] Sole Proprietorship [] Limited Liability Corporation
[] Other: _____

State of Incorporation: _____

Brief Company Description: _____

Keywords to Describe Business: _____

Number of Full-Time Employees: _____ Part-Time Employees: _____ Minority Employees: _____

Last Year's Gross Annual Revenue: \$ _____ (Attach tax return for verification)

Year-to-Date Gross Annual Revenue: \$ _____ (Attach financial statements for verification)

Last Year's Gross Annual Export Revenue: \$ _____ Countries: _____

Largest Awarded Contract in last 3 Years: \$ _____ Contract Source: _____

What certifications does your business possess? [] MBE [] SBE [] WBE [] 8(a) [] Hub Zone [] SDVOSB

What are your business' NAICS Codes? _____

List all locations of your Business: _____

Construction Companies Only:

Max Bonding Level: \$ _____ Current Bonding Level: \$ _____

Have you worked with other MBDA Business Centers or Business Assistance Programs? [] Yes [] No

If so, please state center names and locations: _____

I hereby certify that the above information is true and complete: _____

Client Signature & Today's Date

FOR INTERNAL USE ONLY:

Processing MBDA Business Center Location: _____

MBDA and/or MBDA Business Center Staff Member: _____

Signature: _____ Review Date: ____/____/____

System Entry Staff Member Name: _____ System Entry Date: ____/____/____

Notes: _____



Minority Business Development Agency Program Services
MBDA Business Center – Los Angeles
Internal/External Client Engagement Form

The U.S. Department of commerce Minority Business Development Agency’s (MBDA) mission is to foster the growth and global competitiveness of U.S. businesses that are minority-owned. MBDA accomplishes its mission by facilitating transactions through referrals; business consulting; contract bid/proposal preparation; loan packaging; and/or matching to contract opportunities and capital sources (i.e., loans, equity, bonding, etc.). In addition, MBDA assists clients to achieve their growth objectives by connecting them with prospective strategic partners though business-to-business matching, teaming arrangements, joint ventures, or other strategic advisory services.

Acknowledgement of Client Relationship

_____ (“client”) has engaged with MBDA for business consulting or other services. The services provided by MBDA and/or MBDA Business Center-Los Angeles to the client are partially subsidized though Federal appropriations. MBDA agrees to provide one or more of the following services (please check all that apply):

- Business Consulting Business Match-Making Contract Opportunity Sourcing Capital Sourcing
 Other Services (please specify): _____

Acceptance of Client Relationship

The client agrees to: (a) acknowledge the relationship with MBDA (as demonstrated in this agreement), (b) provide firm contact and profile information, (c) disclose outcome (s) based on the services provided to the client by MBDA and/or MBDA Business Center-Los Angeles, (d) provide documentary verification to MBDA and/or MBDA Business Center-Los Angeles for transactions resulting from services provided pursuant to this engagement.

Under this agreement, the client certifies that it is a minority-owned business enterprise (MBE). An MBE is defined as a business that is owned or controlled (50 percent or greater) by the following persons or groups of persons that are also U.S. citizens or resident aliens through lawful admission to the United States: African Americans, Hispanics, Asian and Pacific Islander Americans, Native Americans (including Alaska Natives, Alaska Native Corporations and Tribal entities), Asian Indians and Hasidic Jews. See 15 CFR § 1400.1. Information provided by the client to MBDA and MBDA Business Center-Los Angeles will remain confidential. MBDA and MBDA Business Center-Los Angeles will take reasonable action to restrict access to such information by non-government entities. All information will remain confidential to the fullest extent of the law. In providing services to clients, MBDA does not guarantee any particular outcome or business decision on behalf of third parties and is not liable for any outcomes or business decisions made by third parties.

Print Name: _____
Authorized Client Representative

Signature: _____ **Date:** _____

Print Name: _____
MBDA and/or MBDA Business Center Representative

Signature: _____ **Date:** _____

1) Please indicate your acceptance of these terms to receive services:

"I certify that I represent a Minority Business Enterprise. MBDA defines a Minority Business Enterprise as a business which is owned or controlled by socially or economically disadvantaged persons who are members of one of the following eligible groups: African Americans, Aleuts, Asian Indians, Asian Pacific Americans, Eskimos, Hasidic Jews, Native Americans, Puerto Ricans, and other Spanish-Speaking Americans, I understand that false certification may result in a fine or imprisonment under applicable Federal law."

_____ Initial Here _____ Date

2) Privacy Note:

The information entered in this application will be used to assist your firm with contracting and access to capital opportunities. The purpose for collecting this information is to track the development of the minority business for use in statistical surveys and other research. In that regard, the information entered into the form will be available to the general public. In addition, information collected on this form will be made available to federal, state and local agencies for use in statistical surveys and other research to track the development of minority businesses. By entering data in this form you certify that you are authorized to make this information available to the public and agree to all the terms and conditions as specified herein.

_____ Initial Here _____ Date

Notice: Consent to Information Collection/Sharing: Generally, the Minority Business Development Agency will not share any personally identifiable information you give us with any other government agency, private organization, or the public, except with your consent or as required by law.

Information Protection: The Minority Business Development Agency will protect all information consistent with applicable law including, but not limited to, the Privacy Act of 1974 and the Freedom of Information Act.

3) Confidentiality Statement and Waiver:

The undersigned business owner or authorized agent (client) has engaged with MBDA for business consulting or other services. MBDA agrees to provide one or more of the following services: Business Consulting; Business Match-Making; Contract Opportunity Sourcing; technical assistance, loan packaging, entrepreneurial training, and Capital Sourcing through the MBDA Business Center-Los Angeles (MBDA BC - LA), operated by the University of Southern California (USC) in partnership with the City of Los Angeles Mayor's Office of Economic Development, and funded by the U.S. Department of Commerce, Minority Business Development Agency (MBDA). The client understands that the services provided by the MBDA BC - LA are recommendations only and are not intended as an express or implied warranty or guaranty that such services will result in profit or any other determinate result for the client. Client hereby waives any and all right of action against the MBDA, MBDA BC - LA and/or University of Southern California and/or the City of Los Angeles regarding the results of any of the services performed or provided to client. In the event that any client, any employee, agent or associate of client, or any third party should bring legal action against the MBDA, MBDA BC - LA, and/or University of Southern California and/or the City of Los Angeles, client agrees to indemnify and hold the MBDA, MBDA BC - LA, and/or University of Southern California and/or the City of Los Angeles harmless against such action, including the payment of any cost and/or attorney's fees which may be incurred herein.

Client understands that the MBDA, MBDA BC - LA, and/or University of Southern California and the City of Los Angeles will hold proprietary information disclosed to the MBDA BC - LA, and/or University of Southern California and the City of Los Angeles in the course of the above referenced services confidential and will not disclose the same to a third party without the permission of client or a court order. The MBDA BC - LA, and/or University of Southern California and/or the City of Los Angeles neither assume nor will assume liability for performing any services within the estimated period.

Client agrees to indemnify and hold the MBDA, MBDA BC - LA, and/or University of Southern California and/or the City of Los Angeles harmless against any liability, including any claims for breach of contract. Client understands that the funding the MBDA BC - LA, (University of Southern California in partnership with the City of Los Angeles) receives are public sources provide by the US Department of Commerce - MBDA. Client agrees to provide the MBDA BC - LA, and/or University of Southern California and/or City of Los Angeles with any materials requested by the MBDA BC - LA for eligibility documentation purposes. Client further agrees to cooperate with the MBDA BC - LA in any follow-up efforts after services have been provided.

4) Collection Procedures/Policy

Client understands success fees will be collected for payment upon successful completion of transactions, per agreement.

Print Name: _____

Signature: _____ **Date:** _____

Fee Schedule

The MBDA Business Center - Los Angeles provides fee-based consulting services to Minority Business Enterprises (MBEs) with gross revenue of \$1 million or more and/or in a high growth industry such as green technology, clean energy, health care, infrastructure and broadband technology. MBDA BC - LA services are targeted towards assisting MBE clients achieve higher levels of growth and competitiveness.

1) Annual Membership Fee:

<u>Gross Revenue</u>	<u>Annual Membership Fee</u>
Under \$5 million	\$ 500.00
\$5 million to \$9,999,999	\$ 750.00
\$10 million and above	\$ 1,000.00

2) Success Fees

<u>Transactions Amount</u>	<u>Access to Markets</u>	<u>Finance</u>
Under \$1 million	\$500	0.25% of loan amount
\$1 million to \$2,999,999	\$1,500	0.25%
\$3 million to \$4,999,999	\$3,000	0.25%
\$5 million and above	Negotiated rate	Negotiated Rate

3) Consulting Fees

General Consulting Services - Hourly Fee		
Tier	Annual Sales Revenue of client Company	Fees
A	\$1,000,000 to \$2,999,999	\$50/hr
B	\$3,000,000 to \$4,999,999	\$75/hr
C	\$5,000,000 +	\$100/hr
Specific Services – Fees		
Tier	Certification Services	Fee
A-F	Local	\$350 +
	State	\$500 +
A-F	8(a)	\$3,000 +
A-F	GSA Product Price	\$3,500
A-F	GSA Service Price	\$4,000
A-F	GSA Product-Service	\$4,500
A-F	Financial Packaging Services	\$500
A-F	USC Services Learning Projects	\$50

Benefits

- Up to 10 hours to assess company growth plans and capacity building needs by senior level business consultants/executives.
- Access to Markets: specifically but not limited to Federal and other public contracting opportunities and strategic corporate matchmaking.
- Export assessments and matchmaking opportunities by Internal Trade Specialists.
- Access to Capital: Introductions to banking executives; bonding specialists; international trade fiancé experts and equity sources.
- Access to Strategic Business Consulting by the MBC and/or network of external resources.